

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, June 6, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Nate Sullivan and Brian Bigelow

Public: Ruth Miller (MMCTV), Stacy Turkos, Dan Close, Ron & Nancy Berry, Randy Clark, Mat Champlin, Wayne Howe, Ben Butler and Tristan Butler

6:08 p.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh. Discussion about the 5:00 p.m. Special Meeting and Site Visit at the Class 4 portion of Downes Road to be added to Old Business.

6:09 p.m. Public Comment Period. Dan Close made a request of the Board that he not be required to reimburse the full amount of the Town's legal costs incurred for the process to prepare the required Quit Claim Deed for the recent transfer of HM011. Dan Close asked that the Selectboard consider if perhaps some of the value of that expense was germane to future Town actions and not solely related to the specific Quit Claim Deed.

By consensus the Selectboard moved ahead to the 6:30 p.m. agenda item of the Underhill - Jericho Fire Department.

6:21 p.m. Underhill-Jericho Fire Department. UJFD Chief Mat Champlin and Honorary Chief Randy Clark advised the Underhill Selectboard of a preliminary concept for a single bay 2,400ft² substation that would provide additional coverage for the east side of Underhill. Town of Jericho Selectman Wayne Howe was also in attendance. Honorary Chief Clark briefed the Selectboard and provided copies of a Department prepared handout. On paper the site that appears to be of the most benefit is the Town owned property between Irish Settlement Road and New Road; provided a fire lane could be established to access Irish Settlement Road. That location (NR077X) would bring ~183 residences within the '5 road miles to a fire station' threshold which often allows for a reduction in fire insurance premiums. The establishment and construction of a substation has long been part of both the UJFD's Strategic and Capital Planning processes. With the bond for the main station retired, the budgetary increase would be limited to the utilities and maintenance costs for the new facility and some one time equipment expenses. The consensus of the Selectboard is that it would be appropriate for UJFD representatives to walk the site with Road Foreman Nate Sullivan to become more familiar with the site.

7:20 p.m. Executive Session. The Selectboard wanted to talk about consistent application of policy as applied to the various classifications of public highways and trails to include instances of pending litigation.

Chair moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation to the Town may be a party would clearly place the Town at a substantial disadvantage. Kurt Johnson seconded and the motion passed 3-0.

Chair moved that the Selectboard enter Executive Session to discuss pending or probable civil litigation that the Town is a party under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

At 8:21 p.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

No action taken as a result of Executive Session.

8:22 p.m. Old Business.

Downes Road: Ben Butler and Tristan Butler in attendance for additional discussion about the Class 4 portion of Downes Road. The Selectboard explained their interest in a consistent policy for Class 4 roads and budgetary concerns. Nate Sullivan reviewed the inherent limitations of that length of road, to include the presence of shallow/exposed ledge, the likelihood of culverts freezing and how along much of the road is the low spot with no ditches.

A possible aid would be to build up the lower end of the existing water bars. The Selectboard would consider authorizing private repairs that consider environmental concerns. Selectboard will reply with formal letter.

Old Schoolhouse #5 RFP: Staff has provided the original document to Susan Thomas for revision. Consensus to press on with the smaller scale.

RT 15 Culvert Replacement: Update provided by staff to the extent that FEMA review is ongoing.

Ad hoc Committee: Selectboard reviewed and commented on draft. Consensus of Board is to proceed with two committees; one related to municipal highway infrastructure and equipment and one related to public transportation. Staff to draft separate committee charges and advertise for interested members to interview June 20, 2017.

8:48 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Rick Heh moved to approve the minutes of the May 23, 2017 Regular Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

8:56 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on June 20, 2017.

Selectboard acknowledge receipt of:

- Memorandum from Finance Director re: Clark's Truck Center Invoice #60012. Additional cost for 2018 truck in the amount of \$874.66.

Rick Heh moved to pay Invoice # 60012 as submitted. Johnson seconded and the motion passed 3-0.

- Estimate for repairs identified during the annual inspection to the 2010 truck is in excess of \$1,000 (\$1,341.72). In accordance with the purchasing policy the Road Foreman is seeking authorization for the expenditure. Consensus of Board is to proceed with repairs/inspection.

- Budget Status Report dated 06/01/17. Selectboard will schedule a Special Meeting for a line-by-line review of budget lines. Staff and Selectboard to identify mutually convenient date.
- Memorandum from Town Clerk requesting authorization to use the Town Credit Card for a retirement party for Chief Lister Pam Shover in an amount not to exceed \$400. Consensus of Board is to authorize the use as proposed.
- Appointments to two Chittenden County Regional Planning Commission (CCRPC) Committees:

Rick Heh moved to appoint Brian Bigelow as the Town of Underhill's representative to the CCRPC's Clean Water Advisory Committee and Andrew Strniste as the Alternate. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved to appoint Andrew Strniste as the Town of Underhill's representative to the CCRPC's Planning Advisory Committee and Brian Bigelow as the Alternate. Kurt Johnson seconded and the motion passed 3-0.

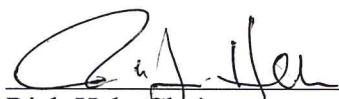
- Road Foreman Nate Sullivan was asked to comment on Request of John Barbour/PV321 request advisory signage in the area between Mountain Road and Harvey Road. His considered opinion is that the area is adequate signed. Staff to contact John Barbour.
- Draft Discharge of Judgement Lien re: MU099 reviewed. Selectboard willing to collect the judgement and 50% of accumulated interest.

Rick Heh moved to authorize the Chair to sign the Discharge as prepared. Kurt Johnson seconded and the motion passed 3-0. Staff to advise Law Office of David Sunshine.

9:18 p.m. Adjournment: On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard unanimously voted to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Rick Heh, Chair

6-20-17

Date